



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 6-10-16	<u>Interviewer:</u> Mohammed Cato	RFA #16 – 17
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Student		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☒ Student ☐
 Concern Regarding: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☒ Student ☐

Category: *(Please check at least one)*

- | | | | | |
|--------------------------------------------------------|--------------------------------------------|---------------------------------------------|------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input checked="" type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
6-7 and 6-9	[REDACTED] leaves a message with EO and requests a meeting w Sue due to problems with [REDACTED], and her reasonable accommodations	
6-10-16	MC meets with [REDACTED] to discuss concerns about [REDACTED]	MC explains the informal and formal process including the Discrimination Complaint Procedure of addressing complaints through the EO Office. [REDACTED] explains that [REDACTED] is not providing her with reasonable accommodations. According to [REDACTED] [REDACTED] deducted a point from [REDACTED] lab assignment for turning it in late [REDACTED] explains that her reasonable accommodations include having a flexible schedule for assignments. MC offers to try to handle the matter informally and [REDACTED] agrees. MC indicates that he will talk to [REDACTED], [REDACTED] DRS Counselor and Professor [REDACTED] and then follow up with [REDACTED].

6-10-16	██████ sends MC copies of email correspondence between her, ██████ and Professor ██████	
6-10-16	██████ sends Kim Thiessen an email permitting authorization for Kim to discuss ██████ medical information with MC	
6-13-16	MC talks to ██████ via phone	██████ explains that ██████ was given an extended deadline for the assignment and she missed it. Instead she submitted the assignment the next day without providing an explanation as to why the assignment was turned in after the extended deadline. It wasn't until later, that ██████ provided an explanation.
6-15-16	MC calls Kim and is informed that Kim is at a conference but that she will call back during a break	
6-15-16	MC speaks briefly with Kim and they agree to meet once she returns	
6-15-16	██████ calls MC and voices concerns about timeline and next steps. MC explains that he is talking to several people involved, including ██████ in order to determine next best steps	
6-16-16	MC and ██████ exchange emails	
6-20-16	MC calls Kim to schedule a meeting time	
6-20-16 to 6-21-16	MC and ██████ exchange emails regarding updates and scheduling a time to meet	
6-21-16	MC calls ██████. ██████ indicates that ██████ handles all of the lab grades and any concerns should be addressed to ██████	
6-21-16	MC meets with Kim Thiessen to discuss ██████ reasonable accommodations	

6-22-16	MC calls ██████ MC explains ██████ concerns and explains ██████ options to file a formal complaint. ██████ says that she plans on meeting with the Dept. Chair next week about whether or not to restore the point to ██████ lab work and that she will contact MC. MC says that he would also like to talk about how the department handles reasonable accommodation requests in general.	
6-28-16	██████ emails MC	██████ indicates that she is meeting with her supervisor to discuss the possible grade change
6-29-16	MC and ██████ meet at EOO	██████ provides MC with a written document describing her concerns/interactions with ██████. ██████ clarifies that she is concerned about her grade but her more importantly, she wants something to be done about the manner in which reasonable accommodations are treated in the ██████ department. ██████ says she is still okay with handling things informally.
6-29-16	SGS and MC leave a voicemail for ██████ the new Dept. Chair, to discuss ██████	
6-29-16	██████ calls back SGS and MC	SGS and MC give ██████ an overview of the situation and ██████ indicates that he will talk to ██████ and the Dean
6-30-16	██████ emails MC that she has decided to restore 1pt to ██████ lab assignment	
6-30-16	MC informs ██████ of the grade change	
6-30-16	MC emails ██████	MC asks if ██████ can notify Professor ██████ in case the lab assignment grade change can change ██████ overall grade
7/5/16	██████ emails MC and asks when she can expect to see her grade changed on her transcript	
7/5/16	MC informs (via email) ██████ that he is out of the office but he will follow up with her as soon as he returns	

7/5/16	██████ emails MC and informs him the correct grade was posted in the morning	
8/1/16	██████ emails MC and asks for an update about training the ██████ Dept in regards to ADA accommodations	
8/3/16	MC responds and informs ██████ that he plans on meeting with faculty and that he has had talks with the Department Chair. MC also informs ██████ that it may take some time because faculty are gone during the summer.	